

# FOIA Request Form

Date		
First Name		Last Name
Phone	Fax	E-mail
Suite/Apt/Other (optional)		
Street Address		City
		State, Zip Code
Kensington Woods School		
Att: Markus Muennix, FOIA Public Liason		
9501 Pettys Road, PO Box 206		
Lakeland, MI 48143		
Dear FOIA Public Liaison, This is a request under the Freedom of Information Act. I request that a copy of the following documents (or documents containing the following information) be provided to me:		
Description of documents or information being requested:		
In order to help determine my status to assess fees, you should know I am (select one): <input type="checkbox"/> An individual seeking information for personal use. <input type="checkbox"/> Affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly purpose. <input type="checkbox"/> Affiliated with a private corporation or seeking information for use in the company's business. <input type="checkbox"/> A representative of the news media/press and this request is made as part of news gathering and not for commercial use. <input type="checkbox"/> Affiliated with a public interest group and this request is not for commercial use.		
Initial below:		
_____ By making a FOIA request, the requester shall be considered to have agreed to pay all applicable fees up to \$25 unless a fee waiver has been granted. If Kensington Woods Schools estimates that the search cost will exceed \$25, the requester shall be notified to offer an opportunity to reformulate the request. The request shall not be processed unless the requester agrees to pay the estimated fees.		
Signature		

Instructions for submitting this request, other than mailed to the address above:

Via email: [info@kwoods.org](mailto:info@kwoods.org)

Via fax: (517) 545-7588

To avoid delay, be sure to display "FOIA Request" prominently on the envelope, fax cover sheet, or email subject line.